

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	P105 – Recruitment Selection Policy
Policy holder	Liz Howard
Job title	HR Director
Contact details	01603 731205 / 01473 784105 – liz.howard@eastonotley.ac.uk
Directorate owner	Liz Howard
Date of completion	Feb 2015
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>Easton and Otley College operates an Equal Opportunities Policy to ensure that individual employees have equal opportunity to develop their abilities and to realise their employment potential to the benefit of themselves and others. It will ensure that its recruitment, selection and promotion strategies and procedures provide equal access to all persons regardless of personal characteristics, i.e. age, disability, race, religion and belief, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity and sexual orientation. The College will also ensure that undue discrimination does not occur due to an applicant's criminal record history, whilst always bearing in mind the importance of safeguarding all persons on site.</p> <p>It will ensure managers receive appropriate training and information in order that staff are selected, promoted and treated fairly according to their merits and abilities.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
This policy has been updated to meet best practice legislation – over the past three years there have been no issues in relation to the content or operation of such.	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity / Race / Language	The College is passionate about Equality, Diversity and Inclusion and as such will ensure that this policy and every other policy within the College supports the application and progress of all,

	irrelevant of any specific characteristic. For this reason the College is therefore confident that this policy will not have an adverse impact upon this specific characteristic.
Pregnancy / Maternity	The College will ensure females who are pregnant / post natal are treated appropriately within this policy to ensure they are supported and that no discrimination occurs.
Disability	The College is a two ticks / positive about disability symbol holder. We will ensure applicants with a disability who meet the essential criteria for a role are invited to an interview, and reasonable adjustments will be progressed as required to ensure applicants with a disability are not placed at a disadvantage.
Gender	The college has specific roles (Personal Carer / Residential wardens) that need to have both male and female cover. No other post has a Genuine Occupational Requirement for a specific gender. The College will therefore ensure both genders are given equal treatment in their applications.
Religion	The College appreciates that certain beliefs will require specific facilities to be available on site. The College has multi faith rooms and will be open to discuss any further requirements of staff.
Age	The College appreciates the value all ages of staff can offer the College. Age will not be a criterion unless it is a legislative requirement, for example Bar Work requires the post holder to be over the age of 18.
Sexuality	The College does not believe there will be an adverse impact upon this specific characteristic due to this policy.
Gender Reassignment	The College does not believe there will be an adverse impact upon this specific characteristic due to this policy.  The College will seek to ensure staff are as educated as possible in regards to Equality, Diversity and Inclusion so all groups are welcomed into the College.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (please circle)
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Governors 5/2/2015